



TELECOMMUNICATIONS DIVISION

**DIRECTORY LISTING COORDINATOR**

**BULLETIN 05-02**

April 4, 2005

**SUBJECT: DEADLINE FOR UPDATES TO THE 2004/2005 PRINTED CALIFORNIA  
STATE TELEPHONE DIRECTORY**

**ACTION:**

- The Directory Listing Coordinators (DLCs) should provide a copy of this bulletin to others in their agency/department as needed to help obtain accurate California State Telephone Directory (CSTD) listings as requested in this bulletin.
- DLCs should submit updates for the **printed CSTD** electronically via the self-administration process to the Department of General Services, Telecommunications Division (DGS-TD) by **5:00 p.m. Friday, April 15, 2005**. Updates received after the deadline may not appear in the final printed directory.
- For instructions on the self-administration process, refer to **DLC Bulletin 05-01**, at the DGS-TD Office of Network Services (ONS) homepage:  
<http://sequoiapacific.dts.ca.gov/pdf/dlcbulletins/DLC05-01.pdf>

**BENEFITS:**

- Use of the self-administration update process creates a more timely and accurate on-line directory and helps ensure the most current directory listings possible to be included in the proposed 2004/2005 printed CSTD.

**KEY POINTS:**

- Publication and distribution of the 2004/2005 printed CSTD is slated for June 2005.
- The deadline to provide updates for the **printed CSTD** listings is **5:00 p.m. Friday, April 15, 2005**. Updates received after the deadline may not appear in the printed directory.
- Submit final updated listings to the CSTD on-line database using the self-administration process.
- Agencies that do not have CSTD changes/updates are required to send an email to Linda McFalls at the email below stating "no changes to listing" by the April 15, 2005 deadline.
- Agency listing coordinators that have not yet registered with the DGS-TD ONS should do so immediately in order to obtain the required log-in and password information. For information on DLC responsibilities and instructions to submit the DLC Designation form, see DLC Bulletin 05-01 or the DLC page at  
<http://sequoiapacific.dts.ca.gov/dlc-responsibilities.asp>

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DEADLINE FOR UPDATES TO THE 2004/2005 PRINTED CALIFORNIA STATE  
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**BACKGROUND:**

The DGS-TD is responsible for maintaining the on-line directory ([www.cold.ca.gov](http://www.cold.ca.gov)) and for publishing the printed directory on a regular basis. DLCs should submit updates on-line to the CSTD database on a continuous basis as changes occur. The DGS-TD relies solely on the information provided by the DLCs to maintain these directory listings. The on-line CSTD database also provides updates to the system used by the State Information Agents, and is the basis for the printed CSTD book.

To view previous DLC Bulletins, refer to the DGS Telecommunications homepage at <http://sequoiapacific.dts.ca.gov/>. In the right side navigation panel, click on "Network Publications" and select "DLC Bulletins 2004". There is also a link to the bulletins on the ONS homepage.

If you have any questions regarding this bulletin, or need additional information or assistance, please contact Linda McFalls at (916) 657-9752, CALNET 8-437-9752, or by e-mail at [Linda.McFalls@dgs.ca.gov](mailto:Linda.McFalls@dgs.ca.gov). If Linda is unavailable, call the Resource Communications Center at 1-800-807-6755 or at (916)-657-9903.

A handwritten signature in cursive script that reads "Sandra Bierer". The signature is written in dark ink and is positioned above the typed name and title.

SANDRA BIERER, Chief  
Office of Network Services

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